

## ANNOUNCEMENT FOR JOB VACANCY FOR FIXED-TERM CONTRACT

ANNOUNCEMENT CODE: 02/VIE/2018

### 1. CONTRACT DESCRIPTION

- 1.1. **Requested by:** Italian Agency for Development Cooperation – Office in Hanoi.
- 1.2. **Required Profile:** Senior Programme Coordinator for Water and Sanitation projects
- 1.3. **Country:** Vietnam (Hanoi)
- 1.4. **Contract duration:** twelve (12) month extendable.
- 1.5. **Deadline for application:** no later than 13:00 of date 14/11/2018 (UTC/GMT +7)
- 1.6. **Expected date of entry into service:** at the completion of selection procedure
- 1.7. **Type of activities:** Programme monitoring and Management

### SYTHETIC DESCRIPTION OF INITIATIVES:

The Italian Development Cooperation has been present in Vietnam since 1990, when the first Financial Technical Cooperation Agreement between the two Countries was signed. Since then, Vietnam has made significant progress in terms of socio-economic development until it is recognized as one of the Middle Income Countries (MIC) showing an excellent performance in achieving the Millenium Goals of which mainly has been reached. The country is now facing the challenge of making its growth competitive, inclusive and sustainable, especially when taking into account of problems of the so-called “middle income trap” , the climate changes and the environmental degradation caused by the exploitation of natural resources.

Nowadays, Italy continues to support Vietnam in facing its new development challenges and is active in the Country with a cooperation program consisting of more than 100 million Euro. The priority sectors of Italian Cooperation in Vietnam are: sustainable energy; urban sanitation and water management; environmental protection; support to small and medium-sized enterprises; professional training; health care; human rights.

The urban sanitation and water management sector plays an important role in the strategy of Vietnam, and the Italian Cooperation contributes about 60 million Euro with seven ODA initiatives distributed geographically throughout the Vietnamese territory ( Red River, the provinces of Binh Thuan, Ca Mau, Dong Thap, Quang Binh, Quang Nam, Quang Ninh, Quang Tri, Tay Ninh, Tra Vinh).

In this context, the initiative "Local fund to support Water and Sanitation projects" (AID 9906) arises from the need of providing the necessary specialized technical assistance to the Project Management Units (PMU) involved in carrying out the project activities for which implementation complex procurement and contract management procedures are planned.

The strategic objective and the results that these initiatives have in common are the strengthening of the country's water and sanitation infrastructure, especially in the poorest provinces, to ensure environmental sustainability and to promote sustainable development.

#### TERMS OF REFERENCE OF THE ACTIVITIES

In accordance with the foregoing, a figure is required to be capable of:

- a. Acquiring information and data on policies, regulations and technical issues related to the above-mentioned sectors as well as utilisation and management of ODA funds in Vietnam;
- b. Providing technical assistance for project implementation, ensuring the necessary monitoring and evaluation of project progress, carry out support missions and project evaluation of the AICS Office in Hanoi and throughout the national territory;
- c. Providing technical assistance for the drafting of project documentation, including necessary reports on project implementation, tender documentation, draft contracts, etc., to ensure the correct execution of project activities;
- d. Maintaining close and constant contacts with local counterparts: in particular the liaison with the PMUs to ensure the necessary technical assistance and the discussions with the competent authorities for the implementation of the projects in order to facilitate the administrative-bureaucratic procedures
- e. Ensuring compliance of procurement and contract management activities with the procedures in force in Italy and in Vietnam;
- f. Preparing technical and administrative documents in support of the implementation of cooperation projects in Vietnam;
- g. Translating technical and administrative documents from Vietnamese to English language;
- h. Performing any other activity that should be necessary to improve the efficiency of local counterparts in responding to the needs of the Director of the AICS Office in Hanoi.

The successful candidate of this selection will sign a contract with the AICS Office in Hanoi. The selected candidate is prohibited from any other employment or employment relationship in the country of destination, as well as the exercise of any profession, industry or trade.

#### **1.8. Prohibition on practising other activities**

In the last three years, the selected candidate must not have carried out any business activity in the

country of service, nor be in a situation of conflict, even potential, of interests that may prejudice the impartial exercise of his duties and may not exercise any other professional activity for the duration of the contract. The Director of the Office in Hanoi reserves the right to verify, to determine the penalty of exclusion for the correspondence of what has been declared by the selected subject.

The Director of AICS Office in Hanoi can terminate the contract at any time whether emerging elements that justify the interruption.

## **2. ESSENTIAL REQUIREMENTS FOR ADMISSION TO SELECTION**

Candidates must possess the requirements listed in this section at the deadline of the application.

### **2.1. Title of qualification**

Bachelor/Master degree or equivalent degree in Vietnam in Engineering, Economics, or other relevant disciplines.

Qualifications in disciplines that are not consistent with the activity to be carried out if accompanied by specific sectoral experience may be taken into consideration.

### **2.2. Foreign languages**

2.2.1. Compulsory knowledge of written and oral English language at level B2 of the common European framework of reference for the knowledge of languages

(<https://europass.cedefop.europa.eu/editors/en/lp/compose>).

2.2.2. Knowledge of the written and oral VIETNAMESE language at mother tongue level.

### **2.3. Computer skills**

2.3.1. Excellent knowledge and frequent and effective use of the main IT tools, in particular the MS Office package.

### **2.4. Professional experience**

2.4.1. Relevant professional experience of at least 15 years, with at least 10 years of professional experience with donors and/or international organizations and at least 5 years of professional experience in procurement and contract management in the water and civil sectors.

2.4.2. Excellent knowledge of Vietnamese government regulations and operational procedures for ODA projects.

2.4.3. An "insufficient" judgement in the evaluation of the service provided, referred to in point 1, the early termination of a previous contract of any duration for responsibility of the employee, results in the exclusion from the possibility of obtaining an extension and to sign a contract for the following three years.

## **2.5 Other requirements (the attached certification form must be used)**

- 2.5.1. Without prejudice to the application of specific and more stringent local regulations regarding the retirement, candidate's age must not exceed 67 years at the time of signing the contract.
- 2.5.2. Vietnamese citizenship with permanent residence in the country of reference.
- 2.5.3. Physical fitness.
- 2.5.4. Possession of political and civil rights.
- 2.5.5. Not having criminal convictions, not being the recipient of preventive measures and not being subjected to criminal or accounting proceedings both in Vietnam and abroad.
- 2.5.6. Not incurring in dismissal, dispensation, forfeiture or dismissal from employment in a public administration, both in Vietnam and abroad.
- 2.5.7. Not being subject to leverage obligations.
- 2.5.8. To have obtained the qualification required in the vacancy announcement.
- 2.5.9. To have acquired the professional experiences required in the announcement.
- 2.5.10. Excellent knowledge of spoken and written English and of the Vietnamese language at mother tongue level; knowledge of the Italian language will be considered an advantage.
- 2.5.11. Knowledge and frequent and effective use of the main IT tools.

## **3. PREFERENTIAL REQUIREMENTS**

- 3.1. Candidates will be evaluated on the basis of the following preferential elements:
  - a. Previous professional experience in the management of projects and programs of the Italian Agency for Development Cooperation;
  - b. Experience with Italian ODA procedures;
  - c. Knowledge of Italian language.

## **4. SUBMISSION OF APPLICATIONS**

- 4.1. Application for this position must be submitted electronically, via e-mail, preferably the certified one (PEC), to the address indicated by AICS Hanoi on its website: [hanoi@aics.gov.it](mailto:hanoi@aics.gov.it) (capacity limit of 5MB for the whole email and attachments), or with another method which can prove the sending and receiving. The application should be attached with:

- Curriculum Vitae, dated and signed;
- Declaration of the required requisites, dated and signed;
- Scan of the valid identity document.

4.2. Only valid applications are considered, which cite the code **02/VIE/2018** as subject and arrive within the deadline via an e-mail message or other suitable method indicated in the announcement.

4.3. The curriculum vitae must be in English language.

4.4. Maximum precision is recommended in indicating the professional qualifications and periods of each professional experience.

4.5. The documents submitted by candidates and the requirements must be declared with assumption of responsibility in case of false information. In case of omitted signature, the application will not be taken into consideration. The applications are randomly subject to verification by AICS Hanoi. In case of false declaration, in addition to the exclusion from the selection, AICS proceeds according to the provisions of the local law.

4.6. The possession of the essential and preferential requirements must be clearly highlighted by the candidate.

## **5. VALUTATION OF QUALIFICATION AND POTENTIAL INTERVIEW.**

After the application deadline, the Director of AICS Hanoi, having checked the admissibility and completeness of the documentation attached to the applications and having verified that they meet the essential requirements, carries out a conformity check of the applications and communicates the exclusion to the candidates who submitted applications which are inadmissible due to the absence of one or more admission requirements or because the applications arrived after the deadline. The communication is delivered via e-mail to the address stated at the application form or with another suitable communication tool to prove that it has been sent.

Subsequently, a Commission nominated by the Director of AICS Hanoi evaluates the applications that have passed the abovementioned conformity check, assigning a score to the required qualifications in this announcement according to the attribution methods specified below and for a maximum of 70 points in total:

- *Academic competences* - max 15 points, assigned with the following criteria:
  - 10 points for candidates who hold the Degree required by this selection.
  - 5 points for candidates who obtained the highest marks for the Degree.
- *Language competences* - max 10 points, assigned with the following criteria:
  - 5 points for candidates who have knowledge of English language required in point 2.2.1
  - 5 points for candidates who have knowledge of Vietnamese language required in point 2.2.2
- *Professional experience* - max 30 points, assigned with the following criteria:

- 20 points for candidates who have working experience required in point 2.4.1
- 10 points for candidates who have working experience required in point 2.4.2
- *Preferential requirements* - max 15 points assigned with the following criteria:
  - 5 points for each preferential requirement.

Subsequently, the Commission compiles the ranking of eligible candidates those with a score not lower than 60% of the maximum attributable (42 points).

The selection also includes an interview that reserved only to candidates who are eligible in the above list, following which an additional score is awarded for a maximum of 30 points; **a communication is sent only to candidates admitted to the interview**. The interview takes place at AICS office in Hanoi. The interview is conducted in English and aimed at evaluating the candidate's knowledge and experience, the skills required to perform the requested activities, the language skills and anything else deemed necessary to evaluate the candidate's profile with regard to the activities to be performed. The convocation for the interview is sent by e-mail to the address declared by the candidate at the time of application or by other suitable means which can prove the sending and receiving. Candidates are not entitled to reimbursement of any expenses incurred to present themselves at the interview.

Following the interview, the additional score is assigned by the Commission and a new ranking list is compiled of the only candidates considered suitable whose total score after the interview is not lower than 60% of the maximum attributable (60 points).

## **6. SELECTION RESULT**

The candidate with the highest score will be declared the winner and will be communicated through PEC or another way to prove the sending and receiving. In case of refusal, the position will be passed to the next candidate.

## **7. MANAGEMENT OF PERSONAL DATA**

The submission of candidate applications implies consent to the use of their personal data, including sensitive data, by the staff assigned to conservation and archive of applications and their utilisation for the execution of selection process.

## **8. EXEMPTION CLAUSE**

AICS Hanoi reserves the right to revoke the announcement for reasons of discretionary circumstance

assessment. AICS Hanoi also reserves the right not to proceed the assignment for the lack of candidates with appropriate requirements or the unavailability of financial resources to cover the costs of the assignment.

## **9. CODE OF ETHICS AND BEHAVIOR**

The successful candidate must comply with the Agency's Code of Ethics and Behavior, which can be consulted at the following link: <https://www.aics.gov.it/home-ita/trasparenza/codice-etico/>